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ABSTRACT

Although not a comprehensive resource listing, this resource guide includes some of the major information resources, key information resource programs, professional organizations, and some potential funding resources for career guidance and job placement activities. Annotations of print and nonprint resources are provided in sections I, II, and III--labor market information sources, career information and job seeking resources, and professional development materials. Title, author/organization, annotation, pagination, cost, and availability are presented for each resource. Section IV contains descriptions of professional organizations and the names and addresses of contacts. Section V lists and describes a few of the major, Michigan-based occupational information and related programs and resource centers that may be able to assist guidance and placement personnel looking for information and resource materials. Section VI provides the title, annotation, pagination, cost, and availability of materials that list federal, state, and local resources for funding career guidance and placement activities. (YLB)

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

This resource guide was developed by Vocational Education Counseling and Placement Services under a grant to Ferris State College, Big Rapids, Michigan, funded by the State Board of Education, Vocational-Technical Education Service, and the Michigan Occupational Information Coordinating Committee, Department of Labor, under Project Number 3400. Contractors undertaking such projects under governmental sponsorship are encouraged to express freely their professional judgement in conducting the project. Points of view or opinions stated do not, therefore, necessarily represent the official Michigan State Board of Education policy or position.

FOREWARD

The Michigan Occupational Information Coordinating Committee is pleased to present this Resource Guide for guidance and placement professionals. Our intent is to promote the use of occupational and related information, foster professional development, encourage participation in professional organizations and advance career development. We do this out of our recognition of the vital role career counselors and job placement professionals play in Michigan's human resource development arena. The complexities of matching individual interests and abilities to jobs where demand exists, the considerable scope of career options, and the lack of information about specific job openings are situations requiring expert advice and help. Michigan's guidance and placement professionals are the key experts to whom our citizens must turn to acquire information and guidance.

This Guide was developed for distribution at a series of four guidance and placement seminars held in March and April of 1987. Although not a comprehensive resource listing, we have included some of the major information resources, key information resource programs, professional organizations and some potential funding resources for career guidance and job placement activities. We hope that this effort is picked up, carried on and expanded and improved by others.

Our appreciation is expressed to the Vocational-Technical Education Service, Michigan Department of Education for help in coordinating the seminars and the preparation of this guide. We also would like to thank Vocational Education Counseling and Placement Services, Center for Occupational Education, Ferris State College for their planning and coordinating assistance on the project; and the Seminar Advisory Committee for their planning assistance.

The Michigan Occupational Information Coordinating Committee is an interagency program responsible for improving occupational information and its use. MOICC activities are developed and guided by the Statutory and Technical Steering Committee members listed on the following page. Our most recent efforts have been focused on the development of occupational supply and demand information and its delivery. The Occupational Projections and Training Information for Michigan (OPTIM) system, a computerized database for training program planners and decision-makers, is a culmination of these efforts. MOICC is affiliated with and funded by the National Occupational Information Coordinating Committee (NOICC).

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Table of Contents

Foreward
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MOICC Technical Steering Committee Members

Section		Page
I	Labor Market Information Sources	1
II	Career Information and Job Seeking Resources	6
III	Professional Development Materials	20
IV	Professional Organizations	29
V	Michigan Occupational Information and Related Programs	36
VI	Federal, State and Local Resources for Funding Career Guidance and Placement Activities	40
	Selected Organization Addresses	49

SECTION I

Labor Market Information Sources

Michigan Labor Market Information Directory, January 1986

One of the basic services available from the Michigan Employment Security Commission is labor market information for employers, human resource planners and the general public. This labor market information directory is designed to provide a convenient summary of the reports and data that are prepared by the Bureau of Research and Statistics of the Michigan Employment Security Commission. The materials range from a general description of the Michigan occupational outlook to detailed reports for planners. In addition, the labor market information directory contains a list of contacts for various types of information and for general information relating to specific geographic areas.

17 pages No cost

Available through: MESC See page 49

U.S. Industrial Outlook Handbook, January 1986

Provides narrative discussions and statistics on current and projected developments for over 200 selected industries. Published by U.S. Department of Commerce

Approximately 700 pages Cost $21.00

Available through: Superintendent of Documents. See page 49

Standard Occupational Classification Manual (SOC), 1980

Provides a coding system for classifying occupational information by job duties with groups to identify related occupational clusters. Published by U.S. Department of Commerce.

Cost $17.00

Available through: Superintendent of Documents. See page 49

Michigan Occupational Forecasts - 1990

Statistical guide to the Michigan occupational outlook. Contains detailed information on occupational projections for Michigan and nineteen regions.

492 pages - No cost

Available through: MESC See page 49

Employment Projections for 1995

The bulletin presents the latest Bureau of Labor Statistics employment projections for the year 1995, including the economic and labor force estimates on which they are based. It consists of four articles from the November 1985 issue of the Monthly Labor Review and supplementary tables containing additional data that are frequently requested.

Approximately 180 pages - Cost $6.50

Available through: Superintendent of Documents. See page 49

Occupational Wage Information in Michigan, February 1986

Entry level, mid-range and senior level pay ranges for selected occupations in Michigan. This publication based on various published and unpublished wage information sources covering 1984 through 1985.

56 pages No cost

Available through: MESC See page 49

County Business Patterns, 1984 - Michigan, 1986

First quarter employment and payroll statistics by county and by industry. Published by U.S. Department of Commerce.

160 pages Cost $8.50

Available through: Superintendent of Documents. See page 49

Standard Industrial Classification Manual (SIC), 1972

Provides coding system for classifying, collecting, and disseminating date by industry grouping. Published by the Office of Management and Budget (OMB). Revised 1987 manual to be published in May of 1987.

Cost $15.00.

Available through: Superintendent of Documents. See page 49

Monthly Labor Review

Each issue includes analytical articles, 40 pages of current statistics, reports on industrial relations, book reviews, and other features. Occupational and economic projections are also covered.

Cost $16.00 per year - $4.00 per single copy.

Available through: Superintendent of Documents. See page 49

Michigan Occupational Supply and Demand, Winter 1985

Contains narrative and statistical information on occupational supply and demand for the "vocational" occupations. Occupational forecasts and training supply information for 85 clusters of occupations and training programs are covered. Reports are available for 19 substate regions also.

394 pages No cost.

Available through: MESC See page 49

Affirmative Action Information Reports, Annual

Presents estimates of population and labor force characteristics by sex and race. Also presents major occupational groupings of the employed and unemployed by sex and race. Separate reports for Michigan and 68 labor areas.

Pages vary No Cost

Available through: MESC See page 49

Annual Planning Information Report

A comprehensive collection of labor market and related labor force statistics. Focuses on information needed by personnel conducting employment and training programs and presents information on the characteristics of the economically disadvantaged. Contains data on occupational and industry employment trends. Separate reports are prepared for Michigan and 26 JPTA Service Delivery Areas.
Pages vary No cost

Available through: MESC See page 49

Occupational Projections and Training Information for Michigan (OPTIM)

A computerized information system containing occupational forecasts and training supply information for Michigan and 19 substate regions. The system is directed to planners and administrators concerned with planning new training programs and evaluating existing programs on the basis of labor market criteria. Although OPTIM is not an information system specifically designed for guidance and placement personnel, it is a potential source of occupational and related information for them. Because it is an interactive system, occupations can be ranked by growth rates, job openings, skill levels and earnings. In addition, the occupation/industry matrix can help placement personnel determine what types of employers employ specific occupations. For more information contact:

Michigan Occupational Information Coordinating Committee (MOICC)
Department of Labor
Box 30015
Lansing, MI 48909
517-373-0363

National Industry Occupational Employment Survey-Based Matrix

Presents results of a national employer survey designed to determine the occupational staffing patterns or occupational distribution of employment for specific industries. The Industry - Occupation matrix show industry-occupational relationships, one by industry category and another depicting occupational employment within each industry grouping. The Occupation/Industry Matrix is presented by occupational category and shows how occupations are concentrated by or distributed across industries (e.g. employer groupings). Although a very technical resource, the Occupational/Industry Matrix can be helpful in identifying what types of employers employ specific occupations. Prepared by the Bureau of Labor Statistics, U.S. Department of Labor. Each matrix costs $42 on microfiche and is available from:

U.S. Department of Commerce
National Technical Information Service
5285 Fort Royal Road
Springfield, VA 22161
703-487-4650

Available on computer tape and in hard-copy from:

IOWA NOICC-SOICC
Crosswalk Service Center
525 E. 12th Street
Des Moines, IA 50319
515-281-6356

Occupational Projections and Training Data, 1986

Provides information on occupational supply and demand conditions and training qualifications for selected occupations. A statistical and research supplement to the Occupational Outlook Handbook. Published by U.S. Department of Labor.
202 pages Cost $10

Available through: Superintendent of Documents. See page 49

SECTION II

Career Information and Job Seeking Resources

Guide For Occupational Exploration, 1984

The Guide, originally published by the U.S. Department of Labor, groups occupations in the DOT into 12 interest areas, 66 work groups and 348 subgroups. Descriptive information and exercises for individuals to explore careers based on interest, aptitude and other factors.
904 pages - Cost $14.95

Available through: American Guidance Service
Publishers Building
Circle Pines, MN 55014

Occupational Outlook Quarterly

Periodical designed to keep counselors and placement personnel abreast of occupational and employment developments. Published by U.S. Department of Labor.
Cost $5 per year

Available through: Superintendent of Documents. See page 49

Vocational Preparation and Occupations

Provides crosswalk information for DOT, CENSUS, SOC, and OES codes. Shows relationship between vocational program categories and occupations. Includes selected DOT characteristics. Published by the National Occupational Information Coordinating Committee.
500 pages - Cost $21

Available through: Superintendent of Documents. See page 49

Dictionary of Occupational Titles (DOT), Fourth Edition 1977

Provides detailed descriptions for 12,000 occupations including related job titles and job tasks. Published by the Department of Labor.
1,371 pages - Cost $23

Available through: Superintendent of Documents. See page 49

Dictionary of Occupational Titles, Fourth Edition, Supplement 1982

Adds new occupations to the DOT. A new supplement to be published in 1987. Published by the Department of Labor.
36 pages Cost $4.50

Available through: Superintendent of Documents. See page 49

Selected Characteristics of Occupations Defined in the DOT, 1981

Provides supplemental information concerning physical demands, environmental conditions and restrictions, and training time for DOT defined occupations. Published by Department of Labor.
479 pages Cost $11.50

Available through: Superintendent of Documents. See page 49

Occupational Outlook Handbook (OOH).
Contains detailed information for 200 selected occupations including nature of work, training and qualifications, job outlook and earnings. Published by the Department of Labor.
523 pages Cost $20.00 paperback, $23.00 clothcover

Available through: Superintendent of Documents. See page 49

Occupational and Career Information Series
A series of guidebooks providing detailed occupational information for key industries. Each publication contains descriptions of jobs; employers' educational, training, and other requirements; the worker traits considered necessary for successful performance on each job; advancement opportunities; and national, long-term, employment outlook.

Current publications in this series are:
1. Health Careers Guidebook (1979). Cost $7.50
2. Environmental Protection Careers Guidebook (1980). Cost $7.50
3. Career Opportunities in Art Museums, Zoos, and Other Interesting Places (1980). Cost $7.00
4. Criminal Justice Careers Guidebook (1982). Cost $7.00
5. Career Opportunities in the Hotel and Restaurant Industries (1982). Cost $5.50

Available through: Superintendent of Documents. See page 49

Michigan Licensed Occupations (MLO), 1986
An up-to-date guide to occupations which are licensed by the State of Michigan. Licensing information for certain business activities and processes is also included. The MLO identifies occupations and activities requiring licensure, explains fee structures and the duration of each license, and summarizes examination and other requirements.
No cost

Available through: MESC See page 49

Michigan Postsecondary Admissions & Financial Assistance Handbook, 1986 - 1987, MDE (annual)
A compendium of information about Michigan's colleges, universities, and vocational schools. Program offerings, admission requirements, application procedures, campus characteristics, and contact persons' names and telephone numbers are given for each college and university. Those vocational schools authorized to operate in, or solicit students from, Michigan are also identified. In addition to the program offerings listed by school, there is a program cross-index which groups all postsecondary institutions offering similar courses of study. Programs are classified according to C.I.P. (Classification of Instructional Programs) Code categories

The Handbook, which is published annually, also includes basic information on the types of financial assistance available, how to apply for financial aid, and planning for education-related expenses. Information located in the Handbook is also contained in the Michigan Occupational Information System (MOIS) Postsecondary Program, School, File and the MOIS School/Training Site and Financial Aid File.
247 pages No cost

Available through: Michigan Department of Education See page 49

Career Guidance Program - Van Buren Intermediate School District
Comprehensive guidance program designed to teach all youth and adults the career development skills of information gathering, decision-making, planning and placement. Students are taught to identify their interests and abilities. They investigate career options and educational requirements through a variety of experiences (reading, simulations and internships). Working one-on-one with a counselor, they make tentative decisions about careers and training. With the counselor's assistance, students develop Employability Development Plans (EDP's), a narrative format that outlines classes and work experiences that enable them to move closer to their goals. The plans are reviewed each year by the student and counselor and finally converted to a resume as the goals are attained.
This model has been adopted by schools in sixteen Michigan counties and recognized in 1986 as an exemplary career guidance program by the U.S. Department of Education.

Contact persons:
Gertrude Bonaparte
Consultant Voc. Guidance
Voc Tech Ed Services
P.O.Box 30009
Lansing, MI 48909
(517) 335-0351

William Bolinger
Van Buren Skill Center
250 South Street
Lawrence, MI 49064
(616) 674-8001

Testing in Employment and Training Programs - Action Guide 1983
The action planning guidebook provides an understanding of eight essential tasks in planning and implementing a testing and assessment program. It is designed as a technical service model for use by the employment and training community. Contains an extensive cross reference table on 74 test instruments covering such areas as interest aptitudes and academic skills.
143 pages Cost $8.74

Available through: NCRVE See page 49

Apprenticeship In Michigan, February 1986
A booklet containing general information on the apprenticeship system in Michigan. Areas covered include a definition of apprenticeship, considerations in choosing apprenticeship as a method of training, application and selection processes, training content, outreach and pre-apprenticeship programs, and sources of information and assistance.

Occupations which had the most apprentices in recent years in the construction, industrial, and printing trades and service industries are described. Each listing includes the length of the apprenticeship, a brief job description, a summary of working conditions, the minimum educational requirements, and the beginning wage rates in a selected Michigan city or industry.

Available through: MESC See page 49

Finding A Job Through The Want Ads, June 1981
A leaflet indetifying different types of newspaper want ads and presenting guidelines for their effective use.

No cost

Available through: MESC See page 49

Guide To Preparing A Resume, Available 1987
A booklet with suggestions for writing effective resumes and cover letters, and tips for the effective use of time spent in job search activities.

No cost

Available through: MESC See page 49

How To Find A Job, August 1984
A pamphlet giving tips on how to decide upon, find, get, and keep a job. Services available through MESC's Job Service are also described.

No cost

Available through: MESC See page 49

Twenty-One Tips To Getting A Job, August 1982
A leaflet pointing out important considerations when seeking work.

No cost

Available through: MESC See page 49

Aid To Older Workers, February 1983
A leaflet containing job search strategies for adults with proven job skills.

No cost

Available through: MESC See page 49

Merchandising Your Job Talents, 1985

A comprehensive guide to the well-planned job search. It contains sections on self-appraisal, resume and cover letter preparation, and finding sources of job information. Suggestions for successfully completing job interviews and taking pre-employment tests, as well for making good use of job search time, are also given. Published by Department of Labor.

21 pages Cost $2.75, single copy - $18.00 for package of 50.

Available through: Superintendent of Documents See page 49

Job Search Exchange

A quarterly newsletter providing a forum for the exchange of information regarding employability possibilities for hard-to-place and dislocated workers and related programs and resources.

No cost

Available through: MESC See page 49

Job Search Series, available in 1987

Several publications designed to help job seekers identify transferable skills, find job leads, write resumes, complete applications, conduct successful interviews are scheduled for publication in 1987. Included in the series are publications about job retention, overcoming barriers to employment and coping with unemployment. A Job Search pamphlet targeting hard-to-place and dislocated wsorkers is also planned.

No cost

Available through: MESC See page 49

Career Opportunites News (published six times yearly)

This relatively new newsletter (the first issue was published in September 1983) has received positive acclaim both for its content and attractive format.

Each issue cites around 70 fields or career aids on such subjects as the following:

- Employment trends
- Free and inexpensive career materials
- New reports and new books
- Fields with jobs
- Liberal arts education and careers
- Minority and women's interests
- Forthcoming meetings and other activities
- Financial aid
- Women and careers

Pages vary Cost $25.00 annually

Available through: Garrett Park Press
Garrett Park, MD 20896

Placement Manual - Michigan State University (published three times a year)
A student guidebook to successful career search and placement; includes an employer reference section and listing of material available through the MSU Career Information Center.
50 pages No cost

Available through: Michigan State University
Placement Services
113 Student Services Bldg.
East Lansing, MI 48824
517-355-9510

The High School Student in The Working World
Includes comprehensive coverage of all aspects of career counseling. Exploring careers, career decision-making, involving the family in career decision - making, hints on getting hired, entrepreneur counseling. Extensive list of free and inexpensive career information materials.
109 pages Cost $4.00

Available through: Texas Education Agency
201 East 11th Street
Austin, TX 78701

Helpful Hints For Advisors and Counseling Minority Students
Includes information on improving personal relations and student retention, financial assistance, words and phrases that offend students. Recommended curriculum planning for college bound students.
21 pages Cost $2.50 per copy

Available through: The Black Cultural Center
517 Welch Avenue
Ames, IA 50011

900,000 Plus Jobs Annually: 1982 Published Sources of Employment Listings
S. Norman Feingold and Glenda Ann Hansard-Winkler
This publication contains all the essential ingredients for successfully answering help wanted ads and provides guidance for handling what is too often the least thought-out part of the job campaign. It also provides a comprehensive listing of the journals in the United States which carry employment advertising and the estimated grand total of job openings which they list every year provides the title for this book. Included in the book is a listing of American and foreign journals which provide authoritive sources of employment listings.
Pages 200 Cost $8.95

Available through: Garrett Park Press
Garrett Park, MD 20896

Jobs and Careers for the 80's

A resource guide and order form for career and job finding information, containing 18 pages of resources. The table of contents is as follows:

- Future Jobs and Careers
- Job Search Strategies and Tactics
- Resumes and Letters
- Dress and Appearance
- Interviews Skills and Salary Strategies
- International and Overseas Jobs
- Government, Public Service, and Legal Careers
- Military Careers and Civilian Reentry
- Strategies for Women and Minorities
- Resource Materials and Directories
- Approaches to Career Success
- Job Revitalization and Advancement
- Making Career Changes
- Outplacement and Coping With Job Loss
- Career and Job Alternatives
- Creative Jobs
- Entrepreneurship and Self-Employment
- Opportunities in Selected Locations
- Testing and Assessment
- Computer Software, Audio-Visual Materials, and Forms
- Other Information and Forms

Pages vary No cost

Available through: Impact Publications,
Careers Dept.,
10655 Big Oak Circle
Manassas, VA 22111

ASVAB MATERIALS

Counselers Manual - July 1984

The Armed Services Vocational Aptitude Battery (ASVAB)

An aptitude test offered free of charge by the Department of Defense to students in secondary and post secondary schools. Improvements have been made to make it a more effective tool for career guidance and counseling for civilian occupations also. An abbreviated guide for counselors and educators is also available.

129 pages No cost

Available through: HQ USMEPCOM/MEPCT
2500 Green Bay Road
North Chicago, IL 60064

A. Marie Zelinski
MEPS
426 Clinton
Detroit, MI 48226
(313) 965-7507

MOIS Exchange (Quarter Newsletter)

Occupational Information System about changes planned for MOIS, available system training and a variety of issues important to MOIS users.

4 pages No cost

Available through: MESC See page 49

Military Career Guide

Single resource guide of employment and training in all military branches. Designed to be used by students for military career exploration purposes.
223 pages No cost

Available through: HQ USMEPCOM/PEPCT
2500 Green Bay Road
North Chicago, IL 60064

A. Marie Zelinski
MEPS
426 Clinton
Detroit, MI 48226
(313) 965-7507

High-Technology Careers: A Guide for Counselors by the Center for Occupational Research & Development, August 1984.

The purpose of this guide is not to sell high technology to the counselor nor to project a science fiction future. Counselors need current information about the scope of high technology, skill requirements of high-tech jobs, and pertinent sources of related labor market information. This document is intended to provide such information. The guide not only addresses present workforce needs but also attempts to explain how and why technology is changing so fast and its potential. The two main purposes of this guide are:

(1) to provide occupational information about high-tech careers;

(2) to provide background information about high technology and its potential impact on the entire occupational structure.

113 pages Cost $10.00

Available through: Center for Occupational Research & Development
601 C Lake Air Drive
Waco, TX 76710

A Counselors Guide to Vocational Guidance Instruments, 1982

Majorie Mastie, Jerome Kapes

Counselors guidebook to selecting vocational guidance instruments. Forty of the most commonly used vocational instruments covering such areas as: aptitude, interest and values are assessed by expert reviewers; also a compilation of over 70 others.
260 pages Cost $11.75 (member)
$13.50 (nonmembers)

Available through: Order Services
American Association for Counseling and Development
5999 Stevenson Avenue
Alexandria, VA 22304

Michigan Vocational Education Information System

Electronic newsletter which allows educators and administrators to access the latest information and resources in vocational education; also has a publication listing.
Pages vary

Available through: Michigan Career Education and Vocational Education Resource Center

Create: A New Model for Career Change (Participant's Manual)

CREATE is designed to help participants take charge of the mid-career passage by active involvement in:

* personal assessment based on recent career and adult developmental research
* creative thinking to connect personal attributes to 1980's workplace needs
* life-career decisions derived from realistic readings of self and workplace trends
* career decisions activated with confidence and social support

The model has been used with persons in fields known for early burnout, individuals in traditional fields seeking new occupational outlets or having to change occupational directions because of declining worker demand, and with men and women entering or reentering the workplace.

Participant Manual $10.00 Trainer Manual $15.00

Available through: Adult Life Resource Center
Division of Continuing Education
1246 Mississippi, Annex A
The University of Kansas
Lawrence, KS 66045

Michigan Vocational Education Information System

Electronic newsletter which allows educators and administrators to access the latest information and resources in vocational education; also has a publication listing.

Pages vary

Available through: Michigan Career Education and Vocational Education Resource Center
133 Erickson Hall
Michigan State University
East Lansing, MI 48834-1034
1-800-292-1606

Collegiate Employment Trends Newsletter (Published quarterly)

Focus on guidance and placement issues pertaining to post-secondary education students. Emphasis is placed on the use of graduate "follow up" information.

No cost

Available through: Michigan State University
Collegiate Employment Research Institute
The Institute Placement Services
East Lansing, MI 48824-1034

The Scanner (Michigan Career Development Association Newsletter)
Published four times a year, it provies members with updated information on career/vocational counseling trends, legislation, and membership activities.
Pages vary

Available through: John F. Hechlik, Editor
330 MacKenzie Hall
Detroit, MI 48202

Michigan Occupational Information Coordinating Committee-(Quarterly Newsletter)
Provides an overview of current releases of national and state occupational information and related resources.
8 pages No cost

Available through: MOICC
P.O.Box 30015
Lansing, MI 48909
517-373-0363

Michigan Occupational Information System (MOIS)
Michigan's Career Information Delivery System (CIDS). It covers approximately 1,600 occupational titles, representing the majority of occupations found in Michigan. The system, which is updated annually, is available in microfiche or computer versions.

MOIS is organized into eight data files:

1. Occupational Information
2. Postsecondary Programs
3. Apprenticeship Programs
4. Military Training Opportunities File
5. School/Training Site and Financial Aid File
6. Adult Education Programs
7. Secondary Vocational Education Programs
8. School Subject

The MOIS Occupational File provides the following information in 390 reports called MOISCRIPTS:

1. Titles and descriptions of over 1,600 occupational specialities
2. Occupational characteristics
3. Worker traits and requirements
4. Training and educational requirements
5. Earnings and advancement
6. Related occupations
7. Current and projected national, state, and local employment
8. Industries where occupations are found nationally and in Michigan
9. Summary data describing types of employers
10. Helpful hints on career planning and job search (microfiche version only)

MOIS information may be accessed directly by means of a self-assessment instrument called the Structured Search. Using the Structured Search an individual identifies her/his own interests, physical strengths and capabilities, educational preparation, and other needs in order to develop a personal profile which can then be related to specific occupational profiles.

The Microfiche/Computer Index, designed primarily to facilitate access to the MOIS data files, also aids counselors by cross-referencing MOIS with the GOE, the American College Testing Program's World-of-Work Map Regions, the Ohio Vocational Interest Survey (OVIS) II Scales, Holland's Self Directed Search Occupational Groups and the Differential Aptitude Test (DAT) Career Planning Program Groups.

Available without cost to all public agencies, private educational institutions, job training programs and labor unions that supply this service to their workers and members.

MOIS sites include:

Intermediate School Districts	MESC Offices
Independent Schools and Colleges	Public Libraries
Public Colleges and Universities	Social Services Offices
Rehabilitation Services Offices	Correctional Facilities

Available through: Michigan Occupational Information System
Vocational-Technical Education Service
Michigan Department of Education
P.O. Box 30009
Lansing, MI 48909
517-373-0815

Investing In People, Vol.2 - 1986

A directory of Michigan's job training and related programs. This guide is a continuation and expansion of the inventory published in 1984 by the Governor's Office for Job Training (GOJT). The GOJT plans to maintain and expand this inventory on a continuing basis.
Descriptions are provided for forty-one programs that provide employment, job training, and related services. Excellent guide for those who want to become familiar with government programs in job training and related areas.
127 pages No cost

Available through: Governor's Office for Job Training
P.O. Box 30015
Lansing, MI 48909
517-373-6227

Michigan Occupational Data Analysis System (MODAS)

A computerized curriculum development and planning information system. MODAS contains job duty and task information arranged by vocational education instructional categories and Dictionary of Occupational Titles (DOT) codes. Job task searching and clustering is accomplished through the use of occupational keywords. A test-item bank linked to job tasks may be accessed to generate written and performance-based tests. May be used as a technical resource for "job content" information about specific job titles. For information about access and costs contact:

MSU Resource Team
101 Wills House
East Lansing, MI 48824
1-800-831-7523

Career Planning System (CPS)

CPS is a structured integrated microcomputer instructional package that provides a wide variety of career exploration and planning experiences for clients who are in the process of developing a vocational plan. The CPS is planned to involve the client in planning their own career related studies. The system is designed at the 3.5 grade reading level. The package consists of: 45 floppy disks; student guides; and instructor guide. In addition the system comes in two formats: Format I - Regular Education and Format II - Special Education.

Available through: The Conover Company, Ltd.
P.O. Box 155
Omro, WI 54963

Today's Youth - Tomorrow's Careers

This is a program that helps parents help their sons and daughters choose careers. Since 1983 nearly 500 counselors from 37 states have been trained to present this program. Dr. Luther B. Otto, author of How to Help Your Child Choose A Career, is the presenter. This training workshop will prepare you to plan, organize and teach this seminar. You will receive all materials needed to present the program, presentation outline, handouts used for the seminar, accompanying filmstrips and guidelines for planning and teaching the seminar.

Available through: Luther B. Otto, Head
Department of Sociology and
Anthropology
N. Carolina State University
at Raliegh
P.O. Box 8107
Raliegh, North Carolina 27695-8107
919-737-3180

Working

Working is a videocassette that focuses on job readiness skills. It includes the instructional kit, teacher curriculum guide and student summary booklet.

Videocassette	$ 7.00/ea
Student Brochures (30 copies)	8.00/set
Teacher Manual	7.00/ea
Package Kit	25.00/ea
(includes: 1 videocassette	
1 set of brochures	
2 teacher manuals)	

Available through: Metropolitan Life Insurance Company
P.O. Box 950
Madison Square Station
New York, NY 10160-0950

Corridor to Careers - A Guide for Parents and Disabled Youth

This guide is designed to assist teachers and parents in helping youth to make a smooth transition from school to a productive independent work life. The guide includes a training manual based on three guides: In Search of Careers, Finders-Keepers Job Search and Survival Skills and Making it on Your Own (Independent Living Skills)

Guide I:	In Search of Careers	$ 6.95/ea
Guide II:	Finders-Keepers	6.95/ea
Guide III:	Making it on Your Own	6.95/ea
Training Manual		19.95/ea
Complete Package		39.95/ea

Available through: The Conover Company, Ltd.
P.O. Box 155
Omro, WI 54963

SECTION III

Professional Development Materials

An Assessment of the Training Needs of Career-Vocational Counselors, Job Placement and Career Resource Center Personnel in Michigan: Implications for Long-Term Professional Development (August, 1986)

A comprehensive study on the training needs of secondary and postsecondary guidance and placement personnel in Michigan. The study identifies administrator and practitioner priorities for a guidance program, program strengths and weaknesses, the need for a centralized statewide training and development center, professional development needs, and demographic information on nearly 1300 respondents. Contents include recommendations to the Michigan Department of Education and counselor education programs concerning the need for long-term professional development.

100 pages Cost $12.00

The Coordinated Delivery of Job Placement in Michigan Volume I Reference Guide (July 1985)

This Reference Guide - Volume I is intended to be a referential and procedural tool for use by local and state level decision-makers to guide public education-based job placement efforts for the 1980's and beyond. It provides alternate job placement program models, program goals and objectives, and implementation strategies.

75 pages Cost $5.00

Facilitators Handbook For Assessment and Planning - Volume II

August 1985

A strategies and procedures guidebook for assessing and planning for a local district job placement program.

100 pages Cost $5.00

Available through: Vocational Education Counseling and Placement Services
Center for Occupational Education
School of Education
Ferris State College
Big Rapids, Michigan 49307
616-796-0461, ext. 5709
800-372-6233

Career Information in the Classroom: Workshop Guide for Infusing the Occupational Outlook Handbook, 1986

A preservice and inservice text designed to provide teachers with both world of work knowledge and practical resources based on the content of the Occupational Outlook Handbook. Suggested classroom activities for all grades and all subject matter areas and over 50 transparency masters are contained in the manual (loose-leaf binder). Supplementary handout materials also available. Prepared for the National Occupational Information Coordinating Committee by the National Center for Research in Vocational Education. Free brochure available from publisher.

512 pages Cost $49.00

Available through: Meridian Education Corporation
205 E. Locust
Bloomington, IL 61701

Job Placement Programs For the Future
Connye Barrow, January, 1982
Includes state models and guidelines, comparisons among states and between secondary and postsecondary programs, and variations of organizational styles. Suggests directions for program improvement and staff development to meet employment-related needs of students, schools, and the community.
Pages 29 Cost $3.75

Available through: NCRVE See page 49

The Five-Year Dilemma, July 1985
The National Governor's Association has completed a study on youth employability. Recognizing the fact that the youth unemployment problem has persisted and worsened over time, NGA has researched alternatives on how to attack the lingering youth employment problem. Acknowledging that youth unemployment cannot be identified as just one problem, facts related to the transition of youth from school-to-work are discussed in the first section of the publication. Subsequent sections present options on how to improve the problem. Each section addresses a wide range of needs and discusses a variety of strategies to satisfy these needs.
21 pages Cost $10.00

Available through: NGA
Employment & Vocational Training Program
444 N. Capitol Street, Suite 250
Washington, D.C. 20001

Adult Career Development Concepts, Issues and Practices
Edited by: Zandy Leibowitz and Daniel Lea
This book was written to help answer the question - how do providers of adult career development services help adults face and negotiate change? It covers a range of concepts, theories, and strategies about working with adults. The book is intended for anyone charged with the responsibility of providing career services to adults — career counselors, human resource specialists, or graduate students in the field.
Pages 375 Cost $20.00

Available through: American Association for Counseling and Development
5999 Stevenson Avenue
Alexandria, VA 22304

Looking for Work in the New Economy, 1985
R. Wegmann, R. Chapman, M. Johnson
The purpose of this book is to gather into one place what is known about the process of finding employment, and to relate this information to the changes which have occurred in the American economy during the last decade.

The book provides educators, human resource professionals, counselors and those coordinating government-funded employment and training programs with a single source where they can find a summary of what has been learned from research and experience about the job search process.
380 pages Cost $15.95

Available through: Olympus Publishing Company
1670 East 1300
Salt Lake City, Utah 84105

New Dimensions in Adult Vocational and Career Counseling, Donald Super, 1985
Discusses the implications for adult career assessment and counseling; differing conceptual models of career characteristics; and offers a new career assessment model that is more comprehensive and more developmental than the classical matching models.
32 pages Cost $3.50

Available through: NCRVE See page 49

The Family-Career Connection: A New Framework to Career Development 1984
Juliet V. Miller
Charts trends in emerging career roles of women, child care and household roles of men, and the effects of parental employment on children. Provides examples and recommendations for program development.
49 pages Cost $5.50

Available through: NCRVE See page 49

Using Information in Career Development
Gerald L. Stove, David A. Jepson, and Roger A. Myers; edited by Lenore W. Harmon, 1983.
Provides three papers that investigate theoretical and practical facets of career development. Describes three theories, cognitive-behavioral,social learning, cognitive developments, and applies them to computer-based guidance systems. Reviews career decision-making models. Examines processes that people use to organize information in order to make vocational decisions.
57 pages Cost $4.25

Available through: NCRVE See page 49

Employer-Sponsored Programs: Employer-Sponsored Career Developmental Programs
Anita Sklare Lancaster and Richard R. Berne, 1981
Overviews employer-sponsored career development programs. Reviews pertinent theories and research in the area of adult development and adult career development and examines career programs and practices for adult workers including factors contributing to their development. Concludes with case studies of career development programs in specific settings.
64 pages Cost $5.00

Available through: NCRVE See page 49

Career Planning Support System (CPSS), 1980

Provides innovative techniques to improve a high school's career guidance program. Offers step-by-step directions in planning, developing, implementing, and evaluating an upgraded career guidance program that is compatible with student career development needs and resources available in the school and community. Available as a set or individual (there are 12) component.

Available through: NCRVE See page 49

Competency-Based Career Guidance Modules, 1985

Thirty-four modules make up the Competency-Based Career Guidance series. These modules are designed to assist present and prospective career guidance personnel from various settings in developing skills in the following areas:

* Career Guidance Program Planning
* Supporting the Career Guidance Program
* Implementing the Career Guidance Program
* Operation of the Career Guidance Program
* Program Evaluation

Competency-Based

In the Competency-Based Career Guidance (CBCG) series, professional and paraprofessional career guidance personnel learn about specific competency areas and are asked to demonstrate their knowledge of the skill areas. The materials are a promising alternative to more traditional pereservice and inservice methods of preparing guidance personnel.

Modularized

The competency-based career guidance instructional materials are organized in modular form, primarily self-contained. Each module focuses on a cluster of competencies that research has identified as important in conducting a comprehensive career guidance program.

Each module is designed to cover an important competency area. Users acquire the competency through a series of learning experiences that include a reading of background information and opportunities to use the information in individual and group activities.

Background information concerning each competency is provided through readings in the module that describe key-related issues. Write for a free brochure.

Available as complete package, category, or individual module.

Available through: NCRVE See page 49

Collaboration with the Private Sector, 1982

Reviews the aspects of career education and private sector collaboration. Focuses on the advantages as well as the problems with collaboration and suggests guidelines for future positive collaboration.
67 pages Cost $5.75

Available through: NCRVE See page 49

Opening Doors: A Practical Guide for Job Hunting

Opening Doors - Users Guide, is a 106 page guide with specific activities, worksheets, checklists, sample resumes and cover letters. Plus "how-tos" for making the most of an interview, networking tips and decision making.

Opening Doors - Leaders Guide, includes special sections on training design, how to adapt for special populations and publicizing your job training program.

Opening Doors - Overhead Transparencies, Nine overhead transparencies to accompany the Opening Doors Practical Guide for Job Hunting. These are selected visuals to illustrate concepts of employability skills training and to add variety to training presentations and activities.

Opening Doors User's Guide	$ 5.00/ea
Opening Doors Leader's Guide	5.00/ea

($4.50/ea for any combination of the two titles)

Available through: Continuum Center
Oakland University
Rochester, MI 48063

Nine Overhead Transparencies	$55.00/set

Available through: Michigan Career Education and
Vocational Education Resource Center
133 Erickson Hall
Michigan State University
East Lansing, MI 48824-1034
1-800-292-1606
1-517-353-4397

Using Labor Market Information in Career Exploration and Decision Making: A Resource Guide

A resource guide that links career development theory, labor market concepts, occupational information resources, career counseling practices and professional development plans. The guide is designed as a primary or supplementary text to be used as a reference guide for teachers and counselors. Provides a comprehensive overview of the career and labor market information that counselors must be familiar with. Prepared for the National Occupational Information Coordinating Committee (NOICC).
282 pages Cost $15

Available through: Garrett Park Press
P.O. Box 190F
Garrett Park, MD 20896

A Helping Hand: A Guide to customized support services for special populations Focuses on the needs of special populations; youth and adult transitions; includes planning tools; matrix of 165 resource organizations. This document is intended for administrators, instructors, counselors and placement coordinators in a variety of settings.

Item No. 3053 (Softcover)
1-9 copies $17.95/ea
10 or more copies 14.36/ea

Available from: Meridan Education Corporation
205 E. Locust Street
Bloomington, IL 61701

Adult Career Counseling: Resources for Program Planning and Development
This document is designed for counselors and assessment specialists in service provider agencies who assist in career development of adults. Adult Career Counseling includes: a discussion with client groups' planning needs; counselor competency needs for working with adult populations; a general systems model. Examples of forms and activities for intake, exploration and information-gathering, decision-making and planning are presented. In addition, there are descriptions of 76 instruments used in adult career counseling programs and an appendix which provides access to descriptions by an alphabetical listing with instrument type, administration time, reading level and scoring procedures identified.

Item No. 3052 (Softcover)
1-9 copies $34.95/ea
10 or more copies 14.36/ea

Available through: Meridan Education Corporation
205 Locust Street
Bloomington, IL 61701

The National Research Center for Vocational Education (NRCVE0)
NRCVE has been a leader in career guidance program research, product development and training activity for over twenty (20) years. Its unique contribution is that their products are field tested. The National Center's products can be classfied namely for junior and senior high schools, postsecondary, adult and a range of special populations for use by counselors and school administrators. For a catalog on training materials and resources, contact NRCVE. See page 49 for the address and phone numbers.

MATERIALS FOR EXPANDING CAREER OPTIONS

ASETS Training Guide, 1984
A two-day training guide for students and teachers designed to increase their awareness of the effects of sex stereotyping on career and vocational choice. Male and female student teams, composed of juniors and seniors and assisted by a faculty advisor, lead activities with sophomore students in their home schools. Balanced male/female focus.
150 pages Cost $10.00

ECO Curriculum Manual, Revised 1982
A four-week lesson guide designed to create an awareness of sex role stereotyping and career development in general and in the world of work, providing information to maximize career alternatives for males and females, exploring alternatives to traditional work and family roles. All activities have been pilot tested in Michigan schools. Balanced male/female focus.
198 pages Cost $10.00

ECO Training Guide, Revised 1981
A two-day training guide for teachers, counselors and administrators designed to increase awareness of the effects of sex bias and stereotyping on males and females. Classroom activities explore sex bias, review of career and guidance materials for sex bias, and identification and utilization of non-traditional role models. Pilot-tested in Michigan. Male/female balance.
91 pages Cost $6.00

ECO Counselor Workshop, Revised 1982
A one-day training guide designed to increase counselor awareness and knowledge of implementation strategies to combat sex bias and sex stereotyping in career choice and male-female relationships. Several checklists and guide sheets as well as role playing situations help counselors recognize sex bias and deal with it in an affirmative way. Male/female balance.
67 pages Cost $5.00

NETWORK Implementation Guides, 1983
A series of practical, how-to-guides for implementing sex equity strategies in vocational education. The guides include: (1) How to Create/Revise a Slide-Tape Presentation for Vocational Education, (2) How to Create/Revise Vocational Brochures, (3) How to Conduct a Materials Review for Sex Bias, (4) How to Conduct Awareness for School Staff, (5) How to Identify and Use Nontraditional Role Models, (6) How to Organize and Conduct Nontraditional Career Days, (7) How to Use Vocational Inventories in Sex Affirmative and Equitable Ways, (8) Using Support Groups to Retain Nontraditional Vocational Students.
Cost $12.00 per set

NETWORK Material Users Guides, 1983

A series of guides on how to use a variety of 69 sex equity materials: films, filmstrips, student guides, curriculum guides, and games. Each guide provides information on title, type of media, length, learning outcomes, implementation time, subject areas, resources needed, implementation steps, and materials sources. Materials covered are also found in NETWORK bibliography.
192 pages Cost $10.00

Expand-A-Pac

A packet of strategies for vocational staff, counselors and administrators that will help students expand their career and vocational options.
(First copy free)

To order above materials in this section contact:

NETWORK PROJECT
Wayne County Intermediate School District
P.O. Box 807
Wayne, MI 48184
(313) 467-1427

SECTION IV

Professional Organizations

International Association of Personnel in Employment Security (IAPES)

It is a worldwide organization of people in agencies administering employment services, unemployment insurance and training programs. Membership also covers national, state and local activities, including meetings, scholarship awards, training institutes. National newsletter provides information on legislative and professional issues.

Contact: Ms. Sondar Bauer
Michigan Employment Security Commission
7310 Woodward
Seventh Floor
Detroit, MI 48202
313-876-5109

Michigan Rehabilitation Association (MRA)

State chapter of the National Rehabilitation Association. Membership consists of a broad spectrum of persons concerned about rehabilitation issues. Several "division" memberships are available, including Job Placement, Rehabilitation Counseling, and Vocational Evaluation and Work Adjustment. National and state memberships coincide.

Contact: Pat Zerega, President
Michigan Rehabiliatation Association
17910 Van Dyke
Detroit, MI 48234
313-368-5200

American Vocational Association, AVA

AVA is the nations's major advocacy group working on behalf of vocational education. Its efforts focus on creating increased public understanding of the contributions of vocational education to the nation, working for better benefits and opportunities for vocational educators and building a large base of support for vocational education programs. Through membership in the national association, AVA members benefit from sharing experiences with other vocational educators from all occupational specialities and geographical areas. Membership allows individuals to keep up with key trends and issues through timely publications and conferences and to be a part of national efforts to improve and expand vocational education. Divisional affiliation is available in a number of areas including Guidance, Employment and Training, Special Needs, and Personnel Development.

For more information, contact:

American Vocational Association
Headquarters:
2020 N. Fourteenth Street
Arlington, VA 22201
(703)522-6121

Michigan Occupational Education Association (MOEA)

MOEA represents the state association to the American Vocational Association. MOEA supports and promotes statewide vocatinal education. It provides a leadership role in dealing with issues, funding and services imparting programs and provides professional development opportunities to improve program delivery.

For more information, contact:

Mary Savio, Membership
Pankow Vocational-Technical Center
24600 Pankow Blvd.
Mount Clemens, MI 48043

Michigan Association of School Placement Personnel (MASPP)

The goal of MASPP is to provide direction and leadership to job placement personnel. It sponsors a major fall and spring conference, provides a newsletter, and is active in promoting and enhancing school-based placement programs. An affiliate of MOEA.

For more information, contact:

Helen Nofz
Calhoun Area Vocational Center
475 E. Roosevelt
Battle Creek, MI 49017
616 968-2271

Michigan Occupational Special Needs Association (MOSNA)

MOSNA is affiliated with the Michigan Occupational Education Association, the National Association of Vocational Education Special Needs Personnel and the American Vocational Association.

The purpose of MOSNA is to provide expanded career opportunities for disadvantaged and handicapped Special Needs students through the development of quality programs and enhanced services.

For more information, contact:

Peni Aldrich, President
Waterford School District
1151 Scott Lake Road
Pontiac, MI 48054

Michigan Vocational and Occupational Guidance Association (MVOGA)

An affiliate of MOEA, MVOGA provides direction and support to vocational guidance personnel.

For more information, contact:

Sylvia Stull
Lewis Cass Intermediate School District
53253 M-62
Cassopolis, MI 49031
616-782-8414

American Association for Counseling and Development (AACD)

Membership eligibility in AACD is for any person whose primary responsibilities or interests are in the area of counseling and human development including those persons who work in schools, colleges, mental health agencies, rehabilitation facilities, community agencies, business/industry, private practice, employment and related human service settings.

Membership in AACD is a prerequisite for Division/Organization Affiliate membership, such as the National Career Development Association (NCDA), American School Counselors Association (ASCA), American College Personnel Association (ACPA), American Rehabilitation Counseling Association (ARCA), Association for Measurement and Evaluation in Counseling and Development (AMECD), National Employment Counselors Association (NECA) and Association for Counselor Education and Supervision (ACES).

For more information, contact:

AACD Membership
American Association for Counseling
and Development
5999 Stevenson Avenue
Alexandria, VA 22304
800-545-AACD
703-823-9800

Michigan Association For Counseling and Development (MACD)

A division of AACD, MACD promotes and advances the interests of personnel and guidances services in Michigan. MACD sponsors an annual conference, publishes the Journal twice yearly, and is involved in other activities designed to promote the professional growth of guidance and counseling personnel in Michigan.

For more information, contact:

MACD Headquarters
P.O. Box 190
St. Johns, MI 48879
517-224-9485

Michigan Career Development Association (MCDA)

MCDA promotes and advances the professional practice of career guidance. The association also promotes the improvement of career guidance programs in agencies, colleges and schools.

Membership in MCDA is open to any MACD member who has an interest in career guidance and career development. Student and associate memberships are available.

MCDA sponsors a spring conference devoted to specific aspects of career guidance and career development. The association also publishes a newsletter designed to keep members informed of developments, both state and national, which relate to career guidance. MCDA promotes the annual Michigan Career Guidance Week which includes a poster contest and related activities.

For more information, contact:

Tom Kage, President
33500 Van Born Road, Box 807
Wayne, MI 48184
(313) 467-1372

Michigan School Counselor Association (MSCA)

MSCA represents and seeks to serve professional guidance and counseling personnel from elementary, middle, junior, secondary, and post-secondary level work settings. Professionalism is the primary objective of the membership.

Membership in MSCA is open to school counselors with state endorsement, counselors-in-training and other MACD members interested in the area of school counseling.
For more information, contact:

Letitia J. Byrd, President
Ann Arbor Public Schools
2555 S. State
Ann Arbor, MI 48104

Michigan College Personnel Association (MCPA)

MCPA endeavors to contribute to the professional growth of persons engaged in student personnel work at the college level, to promote professional standards, encourage research and the exchange of information on professional matters and to provide a professional and social meeting ground for student personnel workers.

Membership is open to anyone interested in student affairs work in post secondary education (2 and 4 year institutions). Present membership represents a wide variety of professional experiences including positions within residence halls, admissions, student activities, student unions, advising programs, registration, counseling centers, health services, orientation, centeral administration and teaching and research
For more information, contact:

Sterling Breed
Counseling Center
Western Michigan University
Kalamazoo, MI 49009
616-383-1850

Michigan Employment Counselors Association (MECA)

MECA is an association of professional workers in employment counseling or related areas of counselor education, research, administration, or supervision in business and industry, colleges and universities, and federal and state agencies.

Membership is open to all MACD members having a Bachelors degree and employed in one of the settings specified above.
For more information, contact:

MACD Headquarters
P.O. Box 190
St. John's, MI 48879
517-224-9485

Michigan Association for Measurement and Evaluation in Guidance (MAMEG)

The purpose of MAMEG is to promote the professional use of evaluation and measurement in guidance. The division provides leadership to: (1) stimulate discussion of problems of measurement and evaluation in the guidance area; (2) encourage research relating to tests and other evaluation devices; (3) promote training of personnel in the use of tests and measurement; and (4) provide coordination among the divisions of MACD to assure that problems related to testing and evaluation receive appropriate attention.

Membership in MAMEG is open to all MACD members who have a professional interest in measurement and evaluation.

MAMEG publishes a newsletter and information up-date papers.
MAMEG is co-sponsor of the Michigan School Testing Conference.
For more information, contact:

Linda Schmidt Vander Jagt, President
Forest Hills Public Schools
6590 Cascade Road
Grand Rapids, MI 49506
616-676-8984

Michigan Association for Counselor Education and Supervision (MACES)

The purpose of MACES is to advance counselor education and supervision in order to improve counseling and personnel services within and outside the profession. Members are persons in leadership positions: school and college guidance directors and coordinators, supervisors of counseling centers or community guidance service agencies, state and intermediate district supervisors or assistants to supervisors, and counselor educators.
For more information, contact:

Dr. Robert W. Brown, President
Counselor Education
Oakland University
Rochester, MI 48063
313-370-2100

Michigan American Rehabilitation Counseling Association (MARCA)

The purpose of MARCA is to be the voice of rehabilitation counselors employed in settings such as rehabilitation, facilities, substance abuse programs, hospitals, correctional facilities, private rehabilitation agencies, mental health centers, schools, and the state vocational rehabilitation agency. Having a broad base as a result of both its constituency and its national affiliation, MARCA is in a unique position to represent the interest of rehabilitation counselors in the State of Michigan.
For more information, contact:

MACD Headquarters
P.O. Box 190
St. Johns, MI 48879
517-224-9485

Michigan Adult Vocational/Technical Educators' Association (MAV-TEA)

MAV-TEA was formed in 1979 by a group of concerned adult & community education administrators interested in establishing coordination for the improvement and expansion of adult vocational/technical education in Michigan. The goal of the MAV-TEA is to provide leadership and establish coordination for the improvement of the adult vocational/technical education concept at the local, intermediate and state levels of the educational process.
For more information, contact:

Timothy Myrand, President/Treasurer
Pankow Career Center
24600 Pankow Blvd.
Mt. Clemens, MI 48045

SECTION V

Michigan Occupational Information and Related Programs

There are several occupational information and related programs and resource centers that may be able to assist guidance and placement personnel who are looking for information and resource materials. A few of the major, Michigan-based programs area listed below.

Bureau of Research and Statistics

Operates Michigan's Labor Market Information (LMI) program, covering employment, unemployment, population and related data. Information on occupational trends is produced also. Request the "Labor Market Information Directory" for more information.
For more information, contact:

Bureau of Research and Statistics
Michigan Employment Security Commission
7310 Woodward Avenue
Detroit, MI 48202
313-876-5445

Michigan Occupational Information Coordinating Committee (MOICC)

Interagency program responsible for improving occupational information and its use. Emphasis is focused on the development of occupational supply and demand information. MOICC also operates as a clearinghouse for occupational information requests. Publishes a quarterly newsletter.
For more information, contact:

MOICC
Department of Labor
Box 30015
Lansing, MI 48909
517-373-0363

Michigan Occupational Information System (MOIS)

Michigan's Career Information Delivery System (CIDS) - an up-to-date and easy-to-use system of occupational and educational information. It is available at no cost to public and private schools, community and other colleges, and many other public organizations in the education and employment training field. Available in computer and microfiche versions, MOIS provides direct access to information on Michigan occupations and how to prepare for them. The MOIS "Structured Search," an interest inventory, allows users to explore the world of work.
For more information, contact:

MOIS
Department of Education
P.O. Box 30009
Lansing, MI 48909
517-373-0815

Occupational Analysis Field Center (OAFC)

One of five regional field centers supported by the U.S. Department of Labor to conduct occupational research for the Dictionary of Occupational Titles and related programs. Provides technical assistance on DOT issues, including help with the Occupational Code Request (OCR) program.
For more information, contact:

OAFC
Michigan Employment Security Commission
7310 Woodward Avenue
Detroit, MI 48202
313-876-5140

Occupational Research Section

Publishes Michigan Licensed Occupations and revises the job description and employment outlook sections of the Michigan Occupational Information System (MOIS). Job search and related job service brochures (e.g. "How to Write a Resume") are prepared by this organization. Publishes the "Job Search Exchange," a quarterly newsletter.
For more information, contact:

Michigan Employment Security Commission
7310 Woodward Avenue
Detroit, MI 48202
313-876-5300

Vocational Education Counseling and Placement Services (VECAPS)

The role of Vocational Education Counseling and Placement Services is to provide professional development training and experiences, technical assistance, access and use of resources that promote improved guidance and placement program delivery. Career guidance assessment and planning, partnership programs such as Educators-In-Industry and project-sponsored internships, job placement assessment and planning, employability skills training, inservice training for guidance and placement personnel are examples of services provided by the VECAPS staff. Contact project staff for current professional development programs, workshops and seminars.

Vocational Education Counseling and Placement Services
Center for Occupational Education
School of Education
Ferris State College
Big Rapids, MI 49307

Inquires: 616-796-0461, ext. 5709
616-796-0461, ext. 5709
800-372-6233 - Michigan only

Center for Occupational Education (COE)

The mission of the Center for Occupational Education is to provide the finest services possible to the total educational community with major emphasis upon occupational education. Services include vocational teacher and administrator preparation at the undergraduate and graduate levels; and special project services relating to teacher competency testing, student organizations, leadership training and professional development for guidance and placement personnel.

Center for Occupational Education
School of Education
Ferris State College
Big Rapids, MI 49307

Inquiries call:
616-796-0461, ext. 5710
800-372-6233 - Michigan only

Michigan Career Education and Vocational Education Resource Center

The Center serves as a clearinghouse for secondary and postsecondary administrators, teachers and counselors throughout Michigan. It provides information and materials which include curriculum development in career and vocational education, sex equity, displays for conferences and bibliography searches.

The Center is part of the National Network for Curriculum Coordination in Vocational-Technical Education. Therefore, a national search is possible for career guidance materials which may either be purchased or borrowed. The Center provides service 24 hours a day! For more information contact:

Michigan Career Education
and Vocational Education Resource Center
133 Erickson Hall
Michigan State University
East Lansing, MI 48824-1034
1-800-292-1606
1-517-353-4397

Continuum Center

The Center offers a range of professional training, counseling and consulting services to business and industry, schools and other organizations. Contact Continuum Center staff for current professional development programs.
For more information, contact:

Continuum Center
Oakland University
Rochester, MI 48063
313-370-3033

SECTION VI

Federal, State and Local Resources for Funding Career Guidance and Placement Activities

Federal Register - Published daily. A record of activities for all U.S. Government Departments. Includes information on government regulations and existing and forthcoming programs. Contains information on funding, allocations and guidelines. Part III deals with issues and programs concerning education. Information is available from the U.S. Department of Education. Office of Vocational and Adult Education.

Available through: Government Printing Office See page 49

Commerce Business Daily - A daily list of U.S. Government procurement invitations, contract awards, and opportunities.

Available through: Government Printing Office See page 49

Federal Grants and Contracts Weekly - A digest of the material in the preceding two listings.

Available through:

Capital Publications Inc.
1300 N. 17th St.
Arlington, VA 22209

Education Daily - Once a week it contains a white insert (the Education Daily is blue) called Money Alert that reports on funding issues.

Available through:

Capital Publications Inc.
1300 N. 17th St.
Arlington, VA 22209

Funding Resources for Career Guidance - An excellent guide for writing grant proposals. Identifies federal, state and local sources for funding.

Available through:

Bell & Howell Corp.
UMI, Old Mansfield Road
Wooster, OH 44691-9050
800-321-9881

The Foundation Directory - A listing of all foundations, their resources, and their funding preferences and patterns. They publish several other useful references on foundations.

Available through:

The Foundation Center
888 Seventh Avenue
New York, NY 10106

The Grants Register - A recording of all grants that have been awarded.

Available through: Superintendent of Documents See page 49

State Department of Education - The best source for all information on state funding and the way in which each state handles federal funds.

Available through:
Michigam Department of Education
P.O. Box 30009
Lansing, MI 48909

Local School District Office- Superintendent's Office - Should be the best local source on all state monies and the local handling of all federal monies.

Other General Sources: Labor unions, charitable, civic and social groups, state legislators, local businesses.
Cost $15.00

Available through:
Director of Michigan Foundation
Michigan League for Human Services
300 North Washington, Suite 311
Lansing, MI 48933-1293
(517) 487-5436

Grants Magazine - Provides a forum for the exchange of information between those who seek grants and those who allocate them.
Cost $54.00 quarterly

Available through:
Plenum Publishing Corp.
233 Spring Street
New York, NY 10013

Guide to Federal Funding for Education - Provides an overview of funding for all educational purposes.
Cost $58.95

Available through:
Education Funding Research Council
1611 North Kent Street
Suite 508
Arlington, VA 22209

National Data Book Brief description of all 22,000 currently active grant-making foundations in the U.S.; includes address, contact person, fiscal data.
Cost $50.00

Available through:
The Foundation Center
79 Fifth Avenue
New York, NY 10003
212-620-4230

New Directions In Funding A newsletter offering various sources of funding for a variety of purposes.
Cost unknown

Available through:
Government Information Services
611 North Kent Street
Arlington, VA 22209
703-528-1082

American Association of Fund Raising Counsel Bulletin A national newsletter of interest to all fund raisers.
No Cost

Available through:
American Association of Fund Raising Counsel
25 West 43rd Street
New York, NY 10036
212-354-5799

Annual Register of Grant Support Overviews funding sources for research, study, construction, travel etc.
757 pages Cost $52.50

Available through:
Marquis Who's Who, Inc.
200 East Ohio Street
Chicago, IL 60611
312-787-2008

Building Partnerships Digest of developments in private sector initiatives.
No cost

Available through:
President's Task Force On
Private Sectors Initiatives
734 Jackson Place, N.W.
Washington DC 20520

Comsearch Printouts: Geographic Lists of actual foundation grants of $5,000 or more made to nonprofit organizations in each of eleven states, two cities, and four regions.
40 pages Cost $25.00

Available through:
The Foundation Center
79 Fifth Avenue
New York, NY 10003
212-620-4230

Comsearch Printouts: Special Topics Computer printouts on foundations: 1,000 largest by asset size; 1,000 largest by grant size; 600 largest company-sponsored goundations; 1500 operating foundations.
25 pages Cost $16.00

Available through:
The Foundation Center
79 Fifth Avenue
New York, NY 10003
212-620-4230

Comsearch Printouts: Subjects Listings of foundation grants in over 70 subject areas including fields within the arts, sciences, social sciences and humanities.
25 pages Cost $15.00

Available through:
The Foundation Center
79 Fifth Avenue
New York, NY 10003
212-620-4230

Corporate Foundation Profiles Complete analysis of the largest company-sponsored foundations.
572 pages Cost $50.00

Available through:
The Foundation Center
79 Fifth Avenue
New York, NY 10003
212-620-4230

Corporate Giving Watch Reviews new trends in corporate philanthropy, profiles corporate giving programs.
16 pages Cost $127.00

Available through:
Taft Corp.
5125 MacArthur Blvd., NW
Washington, DC 20016
202-966-7986

Corporate Giving Yellow Pages Over 1,200 names, addresses, telephone numbers of program contacts.
100 pages Cost $47.50

Available through:
Taft Corp.
5125 MacArthur Blvd., NW
Washington, DC 20016
202-966-7086

Council on Foundations Newsletter Provides advisory services to its members and to the grantmaking field.
4 pages Cost $60.00

Available through:
Council on Foundations
1828 L St. NW, 12th Floor
Washington, DC 20036
202-466-6512

For Us Women Newsletter Grants, etc. for women, students and nonprofit organizations.
8 pages

Available through:
For Us Women Pubs.
Box 33147
Farragut Sta.,
Washington, DC 20033
202-462-1465

Foundation Directory Includes descriptions of 4,063 largest foundations in the U.S. each with assets of $1,000,000 or more, making grants of $100,000 or more annually.
Cost $60.00

Available through:
The Foundation Center
79 Fifth Avenue
New York, NY 10003
212-620-4230

Foundation News News and features dealing with all areas of philanthrophy and the private sector.
Cost $24.00

Available through:
Council on Foundations, Inc.
1828 L St., N.W.
Washington, DC 20036
202-466-6512

Foundation Fundamentals: A Guide for Grantseekers Contains an introduction to the step-by-step research process developed and taught by the Foundation Center, and includes work sheets, check lists, illustrations, and several appendices and bibliographies.
239 pages Cost $9.95

Available through:
Foundation Center
79 Fifth Avenue
New York, NY 10003
800-424-9836

Grant Budgeting and Finance: Getting the Most of Your Grant Dollar Provides information on how to build a project budget and how to administer grant dollars efficiently. The authors have proposal-writing as well as grant-making experience.
346 pages Cost $25.00

Available through:
Plenum Publishing Corporation
233 Spring Street
New York, NY 10013
800-424-9836

Grant Proposals that Succeeded Provides samples of different types of actual, successful grant applications. Each entry includes a short history of the negotiations that took place before the final application was prepared, as well as comments by a grant expert on why the proposal succeeded. The book includes samples of proposals for grants in research, training, and the arts and humanities. Four examples are taken from private foundations and seven from federal programs.
236 pages Cost $25.00

Available through:
Plenum Publishing Corp.
233 Spring Street
New York, NY 10013
800-221-9369

The Individual's Guide to Grants Offers a step-by-step approach for individual researchers to follow in preparing grant proposals.
314 pages Cost $15.95

Available through:
Plenum Publishing Corp.
233 Spring Street
New York, NY 10013
800-221-9369

A Process for the Development of Ideas Offers methods for turning research ideas into grant proposals. Included are "how to" examples, references, and a directory of additional sources of information.
150 pages Cost $15.00

Available through:
Association for Affiliated College and
University Offices
Suite 1128
1001 Connecticut Avenue, N.W.
Washington, DC 20036
202-659-2104

Program Planning and Proposal Writing Provides a step-by-step guide to the proposal-writing process and gives examples of elements that the author, president of the Grantsmanship Center, says can make or break a proposal.
48 pages Cost $6.00

Available through:
Grantsmanship Center Reprints
P.O. Box 6210
Los Angles, CA 90014

The Quick Proposal Workbook Provides tips, for the grant seeker in a hurry, on ways to simplify and expedite the proposal-writing and budgeting process.
120 pages Cost $19.00

Available through:
Public Management Institute
358 Brannan Street
San Francisco, CA 94107
415-896-1900

Writing Winning Proposals Includes chapters on research, organizing material, creating a budget, writing a proposal, follow-up techniques, and time-saving devices. The handbook is geared to professionals in higher education.
85 pages Cost $18.50

Available through:
Council for Advancement and Support of Education
Publications Order Department
80 South Early Street
Alexandria, VA 22304
703-823-6966

How to Fund Career Guidance Programs, 1986
Takes career guidance and media professionals through the process of obtaining financial support evaluating the program, assessing needs, organizing the proposal, and locating funding sources. Provides a systematic method to evaluate your current program and materials and helps to focus on a program's strengths and weaknesses. Describes several types of funding that may fit certain financial needs such as major grants, small grants, corporate donations, and others. Details official government acts and programs specifically designed to provide for career guidance activities and materials.
105 pages Cost $9.95

Available through: NCRVE See page 49

ADDRESSES

MESC	Michigan Employment & Security Commission 7310 Woodward Avenue Detroit, MI 48202 313-876-5300
MDE	Michigan Department of Education P.O. Box 30008 Lansing, MI 48909 517-373-3900
NCRVE	The National Center for Research in Vocational Education The Ohio State University Publications Office, Box Z 1969 Kenny Road Columbus, OH 43210-1090 800-848-4815 614-486-3655
Superintendent of Documents	U.S. Government Printing Office Detroit Bookstore #18 Patrick V. McNamara Federal Building 477 Michigan Avenue Detroit, MI 48226 313-226-7817

STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL AND STATE LAW

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Ferris State College hereby agrees that it will comply with all Federal and Michigan Laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department Education. It is the policy of this organization that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subject to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. or Michigan Department of Education.